Use the **"Supplies inventory template"** to compile and submit to the responsible professionals a list of the required inventory to supply the office.

The template is very easy to use. It consists of a header and a table itself.

The table header contains 4 main fields and a field for inserting a logo to help personalize this document for your organization.

Name:	<Your Name>
Phone number:	+12 (345) 678-9087
Position:	Procurement manager
Email:	procurement@corp.mail.com

- In the **"Name"** field, enter the name of the employee responsible for drawing up the document;

- In the **"Phone number"** field, enter the contact phone number of the employee responsible for drawing up the document and further purchase of inventory;

- In the **"Position"** field, enter the position of the employee responsible for drawing up the supply request document and further procurement (for example, purchasing manager, office manager, secretary, etc.)

- In the **"Email"** field, enter the contact email of the employee responsible for drawing up the document and further purchase of inventory.

Below is the table itself for collecting requirements for further delivery, it consists of 10 columns:

No	ID:	Item name:	Description:	Quantiy in Stock:	Quantity to Order:	Supplier:	Unit Price:	Supply value:	Status:

- **"No"** - ordinal numbering of items in the order;

- **"ID"** - a column in which you need to indicate the code or special designation of the required product;

- **"Item name"** - in this column, you must briefly indicate the name of the requested product (for example, a red pen);

- **"Description"** - in this column it is necessary to indicate a detailed description or technical characteristics of the required product (if any, for example, a red gel pen with a tip thickness of 0.8mm, brand "X");

- **"Quantity in Stock"** - in this column, you must indicate the current quantity of availability of this product;

- **"Quantity to Order"** - in this column, you must indicate the quantity of the good that you want to purchase;

- **"Supplier"** - in this column, you must specify the desired supplier of goods;

- **"Unit Price"** - in this column, you must indicate the original market price per unit of this product;

- **"Supply value"** - in this column, the value will be calculated automatically - the total expected cost for the purchase of the specified quantity of goods;

- **"Status"** - it is important to indicate the current status of goods in this column, for this select one of the values from the drop-down list:

  - ➢ **"Available"** - if the goods according to the specified characteristics are available for order from the desired supplier (colored green);

  - ➢ **"Discounted"** - if the product according to the specified characteristics is no longer available for order and it is necessary to find an alternative replacement product (colored red);

  - ➢ **"Unavailable"** - if the goods according to the specified characteristics are temporarily not available for order from the desired supplier and it is necessary to look for another supplier (colored in blue).

Below the table is the final row, which summarizes the final expected amount for the purchase of the required goods.

An example of filling the table:

No	ID:	Item name:	Description:	Quantity in Stock:	Quantity to Order:	Supplier:	Unit Price:	Supply value:	Status:
1	111-1111	Item 1	Detailed description 1	5,00	20,00	Vendor 1	$10,00	$200,00	Available
2	222-2222	Item 2	Detailed description 2	10,00	30,00	Vendor 2	$20,00	$600,00	Discounted
3	111-1112	Item 3	Detailed description 3	15,00	20,00	Vendor 3	$50,00	$1 000,00	Available
4	222-2223	Item 4	Detailed description 4	20,00	30,00	Vendor 4	$80,00	$2 400,00	Unavailable
5	111-1113	Item 5	Detailed description 5	25,00	20,00	Vendor 5	$900,00	$18 000,00	Unavailable
6	222-2224	Item 6	Detailed description 6	30,00	30,00	Vendor 6	$500,00	$15 000,00	Available
7	111-1114	Item 7	Detailed description 7	35,00	20,00	Vendor 7	$20,00	$400,00	Available
8	222-2225	Item 8	Detailed description 8	40,00	30,00	Vendor 8	$30,00	$900,00	Available